

48-4-5131

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Entrance on Duty Salary Rates upon Conversion of
Detailed Military Personnel to Civilian Status

1. In response to your request, a study has been made of the question of converting military personnel to civilian status at a higher salary rate than the basic step of the GS grade to which assigned. It has been reasoned that such personnel who have served with the Agency for some time and leave military service to accept civilian employment with the Agency in the same, or similar, positions should receive credit for their Agency service and experience. This credit is suggested in the form of additional in-grade salary steps computed according to the standard civilian pay formula based on the length of time served.

2. It is recommended that such conversions to civilian employment be made at the basic pay level of the GS grade appropriate to the individual's qualifications for the position to which he is appointed. It is further recommended that this policy apply uniformly whether the individual possesses regular or reserve status and irrespective of individual considerations. These recommendations are based on the following considerations:

a. Similar conversions in any other Government agency, including the various components of the Department of Defense, must by law be effected at the basic pay step in the GS scale. Although this Agency is excepted from this requirement of law by its exemption from the Classification Act of 1949, it has adopted this requirement in its decision to adhere to the principles and practices established by that Act. While recognizing that the Agency may waive this requirement by administrative action, there is no reason why military personnel who are familiar with Federal civilian employment practices should anticipate deviation from this policy by the Central Intelligence Agency.

b. It would be most difficult to administer equitably a policy which treated such conversions on an individual basis. Such a policy would lead to special considerations in most cases and would probably be damaging to morale. The attached listing of officer personnel who have been converted to civilian status since 30 June 1952 is suggestive of the volume of cases which would require reconsideration if existing Agency policy were changed to permit individualized

25X1A9A action. For example, if Lt. Colonel [redacted] whose case is now in question, were converted at the third step of GS-15, it could be argued that others, such as Mr. Baird or Mr. [redacted] should be

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given retroactive pay adjustments for their past experience and service. Also, reservists who elect to stay with the Agency as civilians could point out that their elections were made at the sacrifice of more lucrative positions in civilian life or of remaining on active duty with the expectation of military promotion and other benefits, such as tax exemptions, medical benefits, and the like.

c. During the time of a military officer's detail to this Agency, he receives those longevity increases to which he is entitled in his parent service. The in-grade step increases for civilian personnel are likewise designed to provide longevity pay for satisfactory service. Thus, to grant an officer, who has already received fogies, corresponding in-grade steps in establishing his initial civilian salary is to grant him dual Federal benefits for the same period of service.

d. Although civilian employees are promoted only on the basis of increases in their duties and responsibilities, military officers may be promoted during their service with the Agency without any corresponding increase in their duties and responsibilities.

3. As a general comment, it may be stated that military officers converting to civilian status are not treated badly in this process with regard to the grade level of their conversions. Such actions are seldom based on "equivalent rank". Usually, these officers receive credit and recognition of their service to the Agency by receiving appointments at higher grade levels than would apply if they had had no previous association with the Agency.

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Acting Personnel Director